

“बिजनेस पोस्ट के अन्तर्गत डाक शुल्क के नगद भुगतान (बिना डाक टिकट) के प्रेषण हेतु अनुमत. क्रमांक जी. 2-22-छत्तीसगढ़ गजट/38 सि. से. भिलाई, दिनांक 30-5-2001.”



पंजीयन क्रमांक “छत्तीसगढ़/दुर्ग/सी. ओ./रायपुर/17/2002.”

# छत्तीसगढ़ राजपत्र

( असाधारण )  
प्राधिकार से प्रकाशित

क्रमांक 3 ]

रायपुर, सोमवार, दिनांक 2 जनवरी 2006—पौष 12, शक 1927

विधि और विधायी कार्य विभाग  
मंत्रालय, दाऊ कल्याण सिंह भवन, रायपुर

रायपुर, दिनांक 30 दिसम्बर 2005

क्रमांक/10182/3235/21-ब/05.— सूचना के अधिकार अधिनियम 2005 के अन्तर्गत मान. उच्च न्यायालय एवं जिला न्यायालय के मेनुअल का प्रारूप सर्वसाधारण की जानकारी के लिए प्रकाशित किया जाता है.

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. के. सामंत राय, अतिरिक्त सचिव.

## HIGH COURT MANUALS

## Under Right to Information Act 2005

## INFORMATION UNDER SUB-SECTION (B) OF SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005.

## I. The particulars of its organization, function, and duties :—

## Short Title —

The organization is called High Court of Chhattisgarh at Bilaspur having jurisdiction over the State of Chhattisgarh which is constituted under the constitution of India, having one Chief Justice and 7 Judges.

## Functions and Duties —

**Judicial and Administrative :—** Being the Appellate and Revisional Court, all the appeals, revisions, bail petitions etc. and all the Writ Petitions, Election Petitions, Arbitration Petitions etc. are heard and decided by the Judges after hearing both the parties.

High Court has Power of superintendence over all courts under article 227 of the Constitution of India. The article 227 goes as under:

“227. Power of superintendence over all courts by the High Court:— (1) Every High Court shall have superintendence over all courts and tribunals throughout the territories in relation to which it exercises jurisdiction.]”

(2) Without prejudice to the generality of the foregoing provisions, the High Court may—

- (a) Call for returns from such courts;
- (b) Make and issues general rules and prescribe forms for regulating the practice and proceedings of such courts; and
- (c) Prescribe forms in which books, entries and accounts shall be kept by the officers of such courts.

(3) The High Court may also settle tables of fees to be allowed to the sheriff and all clerks and officers of such courts and to attorneys, advocates and pleaders practicing therein :

Provided that any rules made, forms prescribed or tables settled under clause (2) or clause (3) shall not be inconsistent with the provision of any law for the time being in force, and shall require the previous approval of the Governor.

(4) Nothing in this article shall be deemed to confer on a High Court powers of superintendence over any court or tribunal constituted by or under any law relating to the Armed Forces.

## II. Powers and Duties of Officers and Employees :—

## Judicial Branch —

Judicial Branch of the High Court is under over all supervision of registrar (Judicial)

Under him Additional Registrar (Judicial) has been authorized to exercise certain powers in relation to Civil and Criminal proceedings.

He can dispose of matters relating to service of notices and other processes.

To hear and dispose of applications under certain provisions of Civil Procedure Code.

To hear and dispose of applications for correction of memorandum of appeals and other such applications. He may direct any person or party to file affidavits. He may call records from subordinate Courts.

To dispose of application for copies etc.

The High Court Registry has two streams viz. judicial and administration with following sections working under it :—

1. Writ, Criminal, Civil comprising of following sections :-

- (i) Filing
- (ii) Dealing
- (iii) Record Room Pending
- (iv) Record Room Disposal

2. Cause List Sections

3. Translation Section

4. Supreme Court Section

5. S. W. Section

6. Copying Section

7. Paper Book Section

8. Inspection Section

9. Enquiry Counter - The High Court has the power of superintendence over all courts of the District and Sessions Judge.

The Additional Registrar is appointed as Taxing Officer also under section 5 of the Court Fee Act. The Additional Registrar or Deputy Registrar is also authorized to administer oath in the case of affidavits.

The Court transacts judicial business between 10.30 A.M. to 4.30 P.M.

Presentation of appeals and applications should be in English language. It should be neatly typed on thick paper, signed and dated by the petitioner or his Counsel.

Appeals and application fixed for motion hearing are distributed by Additional Registrar (Judicial).

Whenever notices ordered to be issued necessary process fee within specified time has to be paid. Process Fee must be paid in court fee stamps.

For hearing of cases roster is prepared under instructions given by Chief Justice. Daily cause list is prepared by cause list section. Cause-list is prepared and send to the Bar Association and Advocate General Office as early as possible on the preceding day.

In every case paper books are prepared.

Copying section in the High Court is organized under rules and orders Civil with necessity modifications. Advocates can inspect the records of this Court; any party to a case or his recognized agent may inspect the records of the case.

#### Administration Branch—

1. Protocol
2. Accounts/Budget/Pension Section/Pay fixation
3. Confidential Section
4. District Establishment Section
5. Checker Section
6. Establishment Section
7. Complaint Section
8. Works Section
9. Stationery Section
10. Library Section
11. Record Room, administration
12. Receipt/Dispatch

The In-charge/Section Officer/Assistant Registrar, who is under the control of the Additional Registrars, following their orders, heads both the streams, judicial and administration. All the employees perform their respective duties. Registrar General governs the entire Registry.

### III. Procedure, Channels of supervision and accountability :—

In writ Petition, Civil and Criminal Sections of Judicial Branch, filing Clerk, Checker, Registration Clerk and Dealing Assistant are discharge their duties in the following manner :

#### 1. Filing Clerk —

Receives all memoranda/petitions, delivers receipt containing presentation number, the date and the name of the presentee. Hand over the memoranda/petitions to the Checker. Civil Cases including limitation and Court fee are handed over to Stamp Reporter, whose duty is to check whether they are filed within limitation and they bear proper Court fee.

#### 2. Checker —

Checks whether the memoranda/petition is in order, properly stamped and within time. If the same is in order hand it over to the Registration Clerk and with a brief note as to the defaults hand over the same to the Dealing Assistant for listing the same before the Additional Registrar (Judicial).

#### 3. Registration Clerk —

Registers the memoranda/petition in appropriate register and hand over the same to the Dealing Assistant.

#### 4. Dealing Assistant —

The duties of Dealing Assistant as prescribed by the High Court of Madhya Pradesh and are being followed here are as under (came into force w.e.f. 1st December, 1996).

- (i) To maintain (1) Daily Diary (2) Register of progress of cases (3) Manuscript book of cases received and disposed of.
- (ii) To prepare file covers and A & B files after registration of the case, and to take a note of addition of the case in the manuscript book.
- (iii) To keep the case ready for hearing if it is to be heard without Lower Court record.
- (iv) To requisition the relevant records if the case is to be heard with the records.
- (v) To send a list of Motion Hearing cases by 1.30 P.M. on the day preceding the date of hearing and to endorse copy of the list to the Reader concerned.
- (vi) To keep the case ready for hearing after making necessary compliance with any special direction given by the Court.
- (vii) To deal with every interlocutory application and while doing so fix the urgent matter on the third day and other matter on seventh day.
- (viii) To take all actions for ripening of the case which are presently done by the notice Section.
- (ix) To get the fixed date or Court ordered cases listed on the date specified by the Court even if it is not otherwise ripe for hearing with explanation therefore.
- (x) To issues S.P.C. to the unrepresented parties.

- (xi) To send the list of default cases to the H.A (L) two days before the proposed date of hearing after issuing notice to the counsel intimating the date.
- (xii) To make compliance with the orders of the Court and to arrange and prepare the records of disposed of cases for depositing in the Record Room.
- (xiii) To obtain Record from the Record Room for preparation of the Paper Book and Copies.
- (xiv) To deliver Paper Books to the parties, and after obtaining their acknowledgements to deposit the remaining Paper Book/Books with the record in the Record Room, if the case is not required to be sent to the Court for hearing.
- (xv) To take every requisite action before depositing the record in the Record Room.
- (xvi) To get the cases certified as ripe for hearing in the prescribed form (annexed hereto) and to send a copy thereof to the Head Assistant (Listing).
- (xvii) To obtain the record from the Record Room immediately after receipt of information as to the tentative date/week of listing of the case and to keep it ready for transmission to the Court as and when requisitioned by the Reader.
- (xviii) To send only requisitioned part of the Record for office purpose and not to send the High Court or Lower Court records unless requisitioned by the Court or Officers of the Registry.
- (xix) To be well versed with the High Court Rules & Orders.
- (xx) To obtain extra copies of the urgent orders such as bail or stay orders from the Reader, as per the standing order of Hon'ble the Chief Justice.

The Dealing Assistants are required to maintain a diary which will be divided into two parts. In one part he will note down the cases which have to go to the Court for hearing on the next days and in another such cases in which he has to take action on that date. Suppose process fee is to be paid by 25th November, the Dealing Assistant will make an enquiry of that case in the list of 25th and on that day see whether Process Fee is received or not. If not, the matter will be reported to the Court for default and 7th day will be fixed as the date of hearing of default matter. List all such default matters will be sent to the Cause List Clerk two days earlier by 1.30 P.M. and the cases will be sent to the Court. The Dealing Assistant will issue notices to the counsel about the date on which default matter will be taken up by the Court for hearing. Such notices will be handed over to Peon attached to the Cause List Section for service as at present.

The aforesaid list is not exhaustive and does not, in any way, preclude the Dealing Assistant from doing anything, which is required for a smooth and efficient working of the New Pattern.

In Administration side, as soon as any letter/application is received by the concerning employee, he places the same before his immediate officer and thereby the matter is submitted to the Higher Officials for appropriate action. If the matter is to be decided at the Registrar level, he deals it and if the matter is to be decided by the Committee or the Chief Justice, it is accordingly dealt.

#### IV. The Norms set by it for the discharge of its function :—

The functions of the institution is governed as per the High Court Rules and Orders as well as, as per norms set by Act.

#### V. Rules, regulations, instructions, manuals held by, or under its control or used by its employees for discharge of its functions :—

High Courts has its own Rules, Orders and Manuals. High Court of Chhattisgarh being new, framing of its own Rules, Orders, and Manuals is under process and presently it is following the M.P. High Court Rules and Orders. All the employees discharge their duties properly and efficiently following these rules.

**VI. Statement of the categories of documents that are held by it or under its control :—**

All the administrative and judicial records are maintained in the respective sections and record rooms as per the High Court Rules and Orders, which are under the control of Registrar General.

**VII. The particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof :—**

There is no such arrangement.

**VIII. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :—**

For the purpose of recommendation in subject to the High Court or the Chief Justice, Hon'ble the Chief Justice has been pleased to constitute the following Committee :-

1. Year of Excellency Committee.
2. Library Committee for the High Court and Subordinate Courts.
3. Computerization of the High Court and Subordinate Court.
4. Disciplinary and Enquiry Committee.
5. Building Committee for its existing High Court Building at Bodri.
6. Vigilance Committee.
7. Building Committee for residential quarters for judges and staff of the High Court.
8. Committee for training of Judicial Officers.
9. Full Court.
10. Purchase Committee.
11. Rule making Committee.
12. Chhattisgarh State Legal Services Authority.
13. Chhattisgarh High Court Legal Services Committee.

In all the above said committees, one Hon'ble Judge of the High Court is designated as Chairman and others as members, Registrar and Additional Registrar are designated as Secretary in the different Committee. These Committees convene their own meetings and make recommendation, which is placed before the Chief Justice or the Full Court, as the case may be, for acceptance.

The meetings of these committees are not for public, nor its minutes are accessible for the public.

Besides above the following Boards are constituted for the purpose of various Act :

1. National Security Act, 1980
2. Prevention of black marketing and maintenance of supplies Act, 1980
3. Conservation of Foreign Exchange and Prevention of smuggling Activities Act, 1974
4. Prevention of Illicit traffic in Narcotic Drugs and Psychotropic Substance Act, 1988

**IX. A directory of the officers and employees :—**

The EPABX number of High Court is 07752-506942, 223059, fax No. is 07752-226030, 235020. During office hours any officer or employee may be contacted on these numbers. (Detailed list enclosed at the end of the manual).

**X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :—**

Officers and employees of this Registry get the pay and allowances permissible by the State Govt., which is as under :-

**CLASS-I**

S. No. (1)	Officers under deputation (2)	Existing pay scale (in Rs.) (3)
1.	Super Time Scale	22850-24850
2.	Selection Grade	18750-22850
3.	Entry Level	16750-20500
4.	Additional Registrar (Ministerial)	12000-16500
5.	Budget Officer	12000-16500
6.	Deputy Registrar	10000-15200
7.	Accounts Officer	10000-15200

**CLASS-II**

8.	Assistant Registrar	8000-13500
9.	Private Secretary	6500-10500
10.	Section Officer	6500-10500
11.	Librarian	6500-10500
12.	Assistant Editor (I.L.R.)	6500-10500

**CLASS-III**

13.	Assistant Grade-I	5500-9000
14.	Stenographer	5500-9000
15.	Stamp Reporter/Examiner	5000-8000
16.	Translator/Assistant Librarian	4500-7000
17.	Assistant Grade-II	4000-6000
18.	Assistant Grade-III/Assistant Grade-III (Computer)	3050-4590+200 S.P.
19.	P. B. X. Operator	3050-4590

(1)	(2)	(3)
CLASS-IV		
20.	Staff Car Driver	Senior Grade-3050-4590 Junior Grade- 2610-3540
21.	Senior Binder	3050-4590
22.	Junior Binder	2750-4400
23.	Jamadar/Record Suplier/Daftari	2610-3540
24.	Peon/Chowkidar/Sweeper	2550-3200
25.	Contingency paid employees	As per Collector rate

#### System of compensation—

In case of sudden death of the employee/officer during the duty period, Rupees 25,000/- (Rs. Twenty Five thousand only) or sum of the six-month pay whichever is less, is provided to the family member of the related employee/officer in account of ex-gratia as compensation. Apart from that there is a facility to provide companionate appointment to the family member of the employee/officer in the above condition.

#### XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :—

A. Following agencies/institutional Court are under the jurisdiction of the High Court.

1. High Court Establishment.
2. Judicial Officers Training Institute.
3. Civil and Sessions Court.

The budget received for the aforesaid agencies, institutions, courts from the State Government is disbursed as per the plans and the expenditure report is sent to the State Govt.

Besides this the following Courts are working in the State of Chhattisgarh under the jurisdiction of the High Court, as per the scheme of the Central Government.

1. Special Courts (Atrocities)
2. Family Courts
3. Fast Track Courts

For the operation of the above schemes Central Government, funds provided by the Central Government to the State Government, thereafter, State Government is disbursed as per the plans and the expenditure report is sent to the State Government.

#### XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :—

No subsidy programme is arranged or run by the High Court.

#### XIII. Particulars of recipients of concessions, permits or authorizations granted by it :—

Nil.



**XIV. Details in respect of the information, available to or held by it, reduced in an electronic form :—**

Information related to daily cause list, case status, AFR judgements are available free on the Internet and enquiry counter is there for information.

**XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use but :—**

An enquiry counter is available for the citizens for obtaining judicial information during the office hours from 10.00 A.M. To 5.00 P.M., but there is no library maintained for public use but Advocates can use.

**XVI. The names, designations and other particulars of the Public Information Officers :—**

- |    |   |                                      |
|----|---|--------------------------------------|
| 1. | Shri A.R.L. Narayana<br>Additional Registrar. | Public Information Officer           |
| 2. | Shri D. P. Singh<br>Assistant Registrar.      | Assistant Public Information Officer |
| 3. | Shri Ashok Sharma<br>Section Officer.         | Assistant Public Information Officer |

The applicants seeking information under this Act can submit their application in official language to Public Information Officer.

The Registrar General shall be the first Appellate Authority.

**XVII. Such other information as may be prescribed :—**

Nil.

**HIGH COURT OF CHHATTISGARH, BILASPUR**

S. T. D. Code (07752) E.P.A.B.X. No. 406942, 223059 Fax No. 07752-226030, 235020 E-mail Address : highcourt @ cg. nic. in Computer Section (NIC) : 406935, Pin Code No. 495001.

**TELEPHONE NUMBERS OF HON'BLE THE CHIEF JUSTICE AND HON'BLE JUDGES**

Sl. (1)	Name IIO (2)	Phone Office (3)	Phone Residence (4)	Chamber EPABX (5)	P.A./P.S. Room (6)
1.	Hon'ble the Chief Justice <b>Shri S. R. Nayak</b>	223020 (M) 94252-20771	235770, 406936	301	311
2.	Hon'ble Shri Justice <b>Rakhruddin</b>	406666 (M) 94252-20786	235800, 406786	302	312
3.	Hon'ble Shri Justice <b>L. C. Bhadoo</b>	406600 (M) 94252-20775	238400, 406945	303	313
4.	Hon'ble Shri Justice <b>Vijay Kumar Shrivastava</b>	226610 (M) 94252-20789	231330, 401499	304	314
5.	Hon'ble Shri Justice <b>Dhirendra Mishra</b>	220055 (M) 94252-20787	251777, 407859	305	315

## DISTRICT COURT MANUAL

## Under Right to Information Act 2005

## INFORMATION UNDER SUB-SECTION (b) OF SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005.

**I. The particulars of its organization, functions and duties :—****Short Title —**

The organization is called the district Court comprising of a District and Session Judge and other Additional and Civil Judges. The District Judge exercises power of control and supervision over the employees of District Court and the Court at Sub Divisional level. The High Court has Judicial and Administrative control over all the District Courts within the Territory.

**Functions and Duties —****Judicial and Administrative**

District Court means District Judge and shall include District Judge and Additional District Judges in the higher judicial services.

Cadre of lower judicial services means cadre of Civil Judges consisting of Civil Judge Class-I and Civil Judge Class-II.

Civil Districts are notified on the recommendations of the High Court. for each Civil District there is a Court of District Judge.

Many Courts of Additional District Judge, Civil Judge Class-I and Civil Judge Class-II are also notified.

The Judges in the District Court exercising their Judicial power, administer justice to the litigants. The District and Sessions Judge of the District makes the distribution of work among the Judges of the District. The District Courts abide the orders of the High Court and the Apex Court. The Judges are working according to the Rules and Orders (Civil & Criminal).

**II. Powers and Duties of Officers and Employees :—**

Civil Judge Class-II can hear any suit of a value not exceeding Rs. 25,000/-

Civil Judge Class-I can hear any suit up to value not exceeding Rs. 50,000/-

Court of District Judge may hear any suit without restriction as regards to value.

The Administrative work is under the supervision of Deputy C. of C. and C. of C. who are under the control of District Judge.

**III. Procedures, Channels of Supervision and Accountability :—**

In District Courts, civil and criminal nature of cases are heard and decided. For criminal cases the challan is filed by the police, which is placed before the concerning Judge then registered as criminal case for hearing and abrogation. The case listed before a Judge in the District Court is heard in open Court or in close chamber as per the provision of Cr. P.C.

In civil matters, plaint is presented at any time during court hours to the Court of such office as the Court appoints in his behalf by an order in writing, which is checked by him.

A plaint on admission is registered in the register of civil suits and entered in the judicial diary and cause list.

The Deputy Clerk of Court or Clerk of Court deals with the administrative matters, which are then placed before the District Judge for orders and approval. Procedure given in the Rules and Orders (Civil and Criminal) are followed by them.

**IV. Norms set for the discharge of its function :—**

Court of District Judge shall be the principal Court of a District. Subject to general superintendence and control of the High Court, the District Judge shall superintend and control all other Civil Courts. The District Judge may direct any civil business. Subject to the approval of the State Government the High Court shall prepare the list of days as holidays.

The High Court may from time to time make rules for carrying out business.

Ordinary hours of sitting for all court shall be 10.30 A.M. to 5.30 P.M. Administrative and Departmental work shall be done before the sitting or after the rising hours. The work hours in every judicial office shall be from 10.30 A.M. to 5.30 P.M. and the functions are discharged as per the rules of Civil Court Rules and Orders.

**V. The rules, regulations, instructions, mannual and records held by it or under its control or used by its employees for discharging its functions :—**

The employees of the District Court follow the rules and regulations as per the Civil Court Rules and Orders and also the instructions given by the District Judge and the Superior Courts from time to time.

The records and registers are maintained as per the Civil Court Rules and Orders and are under the control of concerning Judge with supervision of the District Judge.

**VI. A Statement of the records and documents that are held by it or under its control :—**

In the District Courts, registers, as mentioned in Civil Court Rules and Orders are maintained. Besides this, the records of the Court, the bill and service record of employees, documents related to the salaries, G.P.F. of employees documents related to account regarding departmental enquiries of employees, check book and record related to legal aid, statistical record etc. are maintained in a District Court.

**VII. The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to formulation of its policy or implementation thereof :—**

There is no such arrangement in the District Court.

**VIII. A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public or the minutes of such meeting are accessible for public :—**

The District Judge constitutes certain committee like D. P. C., Purchase and appointment etc. from time to time. The minutes of these committees are not accessible for public.

Besides above District Legal Aid Committee in every civil district to provide legal assistance to the persons whoever living below poverty line and senior citizens and Tahsil Legal Aid Committee working in every tahsil place where Civil Courts established.

**IX. A directory of its offices and employees :—**

	Place (1)	Phone No. (Office) (2)
(i)	District Court Raipur	0771-2426742
(ii)	District Court Bilaspur	07752-223271
(iii)	District Court Durg	0788-2210307

(1)	(2)
(iv) District Court Rajnandgaon	07744-226189
(v) District Court Jashpur	07763-220642
(vi) District Court Sarguja	07774-220695
(vii) District Court South Bastar at Dantewada	07856-252968
(viii) District Court Kabirdham	07741-233480
(ix) District Court Korba	07759-226318
(x) District Court Raigarh	07762-222077
(xi) District Court Bastar at Jagdalpur	07782-222589

**X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :—**

The officers and employees of District Court get pay and allowances as permissible by the State Government which is as under :-

S. No.	Post of Officer	Existing Pay Scale
1.	Super Time Scale	22850-24850
2.	Selection Grade	18750-22850
3.	Entry Level	16750-20500
4.	C. J. M./A. C. J. M.	14200-18350
5.	Civil Judge Class I	12850-17500
6.	Civil Judge Class II	9000-14550
7.	Clerk of Court	5500-9000
8.	Deputy Clerk of Court/Stenographer	4500-7000
9.	Assistant Grade II/Accountant	4000-6000
10.	Assistant Grade III	3050-4590
11.	Jamadar/Record Supplier/Daftari	2610-3540
12.	Peon/Process Server	2550-3200

In case of sudden death of the employee/officer during the duty period, Rupees 25,000/- (Rs. Twenty five thousand only) or sum of the six-month pay whichever is less, is provided to the family member of the related employee/office in account of ex-gratia as compensation. Apart from that there is a facility to provide companionate appointment to the family member of the employee/officer in the above condition.

**XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement :—**

The District Court prepares its budget plan and sends it to the High Court, which is then sent to the Government for approval. The budget sanctioned by the State Government is re-allotted to the District Courts to carry out their plans. The reports of expenditure received by the High Court from the District Court is sent to the State Government.

**XII. The manner of execution of subsidies programmes including the amounts allocated and the details of beneficiaries of such programmes :—**

Nil.

**XIII. The particulars of the recipient of concessions, permits, or authorization granted by it :—**

Nil.

**XIV. Details in respect of the information, available to or already by it, reduced in an electronic form :—**

The information held in the District Court is manual its computerization is under process.

**XV. The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use :—**

Clerk of Court is always available to provide information to the public as per rule and the library is not meant for public use but the advocates can use. The litigant/public can see the cause lists, which are prepared by every Court.

**XVI. The names designations and other particulars of the public information officers :—**

For each District senior most Additional District Judge shall be the Public Information Officer, senior most Civil Judge Class I shall be the Assistant Public Information Officer and the District Judge shall be the First Appellate Authority for the District.

**XVII. Such other information as may be prescribed :—**

Nil.

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